



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

PUBLIC PACKET

March 14, 2016



GUSTAVUS CITY COUNCIL

GENERAL MEETING

MARCH 14, 2016

7:00 PM CITY HALL

Gustavus City Council:

Mayor (Seat D):
Mike Taylor
mike.taylor@gustavus-ak.gov
mayor@gustavus-ak.gov
Term Expires 2017

Vice Mayor (Seat E):
Tim Sunday
tim.sunday@gustavus-ak.gov
Term Expires 2018

Council Member (Seat A):
Lori Trummer
lori.trummer@gustavus-ak.gov
Term Expires 2016

Council Member (Seat B):
Jeff Irwin
jeff.irwin@gustavus-ak.gov
Term Expires 2016

Council Member (Seat C):
Jon Howell
jon.howell@gustavus-ak.gov
Term Expires 2017

Council Member (Seat F):
Connie Edwards
connie.edwards@gustavus-ak.gov
Term Expires 2018

Council Member (Seat G):
Greg Streveler
greg.streveler@gustavus-ak.gov
Term Expires 2018

Gustavus City Hall:

City Clerk/Treasurer:
Lori Ewing
lori.ewing@gustavus-ak.gov

Accounting Clerk:
Penny Cook
penny.cook@gustavus-ak.gov

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
 - A. General Meeting Minutes February 8, 2016**
- 4. Mayor's Request for Agenda Changes**
- 5. Committee Reports:**
 - A. GCN**
- 6. Public Comment on Non-Agenda Items**
- 7. Consent Agenda**
- 8. Ordinance for Public Hearing:**
 - A. Publish FY16-06NCO Transferring Endowment Fund Grant funds**
- 9. Unfinished Business:**
 - A. Award Endowment Fund Grant(s)**
- 10. New Business:**
 - A. Resolution CY16-04 Award Endowment Fund Earnings to the Gustavus Preschool and Gustavus Community Center**
 - B. Approve City survey Request for Proposals**
 - C. Award Dickey Drive ITB**
 - D. Award Chase Drive ITB (Note: Awarded 2/8/16)**
- 11. Staff Reports**
- 12. City Council Reports:**
 - A. Mayor's Report**
- 13. City Council Questions and Comments**
- 14. Public Comments on Non-Agenda Items**
- 15. Executive Session**
- 16. Adjournment**

Item No. 1 Call to Order

Item No. 2 Roll Call

Item No. 3 Approval of Minutes

A. Minutes of February 8, 2016 General Meeting

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
FEBRUARY 8TH, 2016**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on February 8th, 2016, at 7:01pm by Mayor Taylor. There are four (4) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Taylor
Vice Mayor Sunday *via teleconference*
Council Member Irwin
Council Member Streveler

The following members are not present:

Council Member Trummer
Council Member Howell
Council Member Edwards

3. APPROVAL OF MINUTES:

A. General Meeting Minutes January 11th, 2015

MOTION: Council Member Irwin moves to approve the General Meeting Minutes from January 11th, 2016, as presented.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

GENERAL MEETING MINUTES APPROVED BY UNANIMOUS CONSENT

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Item 7C from Consent Agenda

5. COMMITTEE REPORTS:

A. GVA – written reported submitted by R. Parks; in attendance to answer questions

B. Road Maintenance – oral report given by S. Mattson

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA:

A. Publish FY16-06NCO Endowment Fund Grant funds

B. Award Chase Driveway ITB

~~C. Award Diekey Drive-ITB (removed from Agenda by Mayor Taylor)~~

MOTION: Council Member Streveler moves to adopt the Consent Agenda as amended by Unanimous Consent.

SECONDED BY: Council Member Irwin

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Resolution CY16-03 Transferring annual City support funds to Gustavus Visitors Association (read by Council member Irwin)

MOTION: Council Member Irwin moves to adopt Resolution CY16-03 transferring annual City support funds to the Gustavus Visitors Association

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

B. Approve City Clerk/Treasurer Position Description

MOTION: Council Member Streveler moves to approve the City Clerk/Treasurer position description with the following amendment:

Regular Full Time Position: The City Clerk/Treasurer position is a regular full-time, ~~non~~exempt, ~~salaried~~ supervisory position. The City Clerk/Treasurer is expected to work 40 hours per week with flexibility to attend all City Council work sessions, general meetings and special meetings when requested.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

A. R. Parks – hourly/salary calculations

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

C. Award Endowment Fund Grant(s)

MOTION: Council Member Irwin moves to award Endowment Fund Grants to the Gustavus Preschool for \$5,018.55 and to the Gustavus Community Center for \$33,447.45.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

MOTION TO POSTPONE TO TIME CERTAIN: – Council Member Streveler moves to postpone to time certain – March 14, 2016.

SECONDED BY: Council Member Irwin

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

D. Award Pit Run Gravel contracts

MOTION: Council Member Streveler moves to award the Gravel Pit Contracts to Glacier Bay Construction for 3,500 cu. yds.; Fairweather Construction for 3,500 cu. yds.; and Gustavus Landscaping for 1,500 cu. yds.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

MOTION **PASSES**/FAILS 4/0

11. STAFF REPORTS:

A. DRC – written yearly report submitted by P. Berry

12. CITY COUNCIL REPORTS:

A. Mayor's Report – oral report given

13. CITY COUNCIL QUESTIONS AND COMMENTS: None

14. PUBLIC COMMENT ON NON-AGENDA ITEMS:

A. R. Vaught - GVFD

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Taylor adjourns the meeting at 8:52pm.

Item No. 4 Mayor's Request for Agenda Changes

This is the opportunity for the Mayor to request any changes or revisions to the Agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the Agenda, those changes should be announced and approved.

★After General Consent (or Motion, Second and Vote) Mayor announces "the Agenda is set".

Item No. 5 Committee Reports:

A. GCN – report by Nate Borson

Item No. 6 Public Comment on Non-Agenda Items

Item No. 7 Consent Agenda

Item No. 8 Ordinance for Public Hearing:

A. Publish FY16-06NCO Transferring Endowment Fund Grant disbursement funds

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY16-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE CITY HELD
ACCOUNTS IN FISCAL YEAR 2016**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. In Fiscal Year 2016 the following City held account balance transfers to be made for reasons stated in each transfer, with NCOs and Resolutions notated as appropriate.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts:			
	Account Balance*	Amended balance	Change
<i>*Approximate, this is a dynamic value.</i>			
<u>Accounts:</u>			
APCM – Endowment Account <i>2016 Endowment Funds for disbursement through Grant application process</i>	\$1,391,571.00	\$ 1,353,105.00	\$ (38,466.00)
FNBA Endowment Checking account <i>2016 Endowment Fund Grant Checking account for disbursement to Endowment Grant awardees</i>	\$ 28.05	\$ 38,494.05	\$ 38,466.00
Total Change in Account Balances			\$ 0.00

Section 4. The City Held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *February 8, 2016*

DATE OF PUBLIC HEARING: *March 14, 2016*

PASSED and **APPROVED** by the Gustavus City Council this _____ day of _____, 2016.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

Item No. 9 Unfinished Business:
A. Award Endowment Fund Grant(s)

MOTION: Council Member Irwin moves to award Endowment Fund Grants to the Gustavus Preschool for \$5,018.55 and to the Gustavus Community Center for \$33,447.45.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

MOTION TO POSTPONE TO TIME CERTAIN: – Council Member Streveler moves to postpone to time certain – March 14, 2016.

SECONDED BY: Council Member Irwin

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

Item No. 10. New Business:

A. Resolution CY16-04 Award Endowment Fund Earnings to the Gustavus Preschool and Gustavus Community Center

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY16-04**

RESOLUTION TO AWARD ENDOWMENT FUND EARNINGS TO THE GUSTAVUS PRESCHOOL AND GUSTAVUS COMMUNITY CENTER

WHEREAS, upon closure of some commercial fisheries in Glacier Bay National Park, the City of Gustavus was awarded approximately \$963,000 as compensation for reduced economic activity resulting from this action, and

WHEREAS, City Ordinance Section 4.13.090 states, “up to three percent of the average annual market value ... of the fund over the previous five years may be appropriated to provide funding for capital outlays, grant matching funds, and community projects, ... provided that the original inflation adjusted principal of the fund is maintained”, and

WHEREAS, the amount available for disbursement according to the above formula is \$38,466, and

WHEREAS, four applications for funding under this program were received, and

WHEREAS, of these four, three met the criteria set out in City policy and procedure, and

WHEREAS, of the remaining three applications, two were given preference, since they were from entities that could not receive funding under the City’s normal budgeting process, and

WHEREAS, one of the final two applicants, the Gustavus Preschool, asked for a small portion of the total available funds (\$5,018.55) for well-justified upgrades of building facilities, and

WHEREAS, the final remaining applicant, the Gustavus Community Center, made a well-justified request for the full available amount of \$38,466, for materials purchase and for the funding of a project coordinator,

NOW, THEREFORE, BE IT RESOLVED that the City of Gustavus grants the Gustavus Preschool \$5,018.55, and grants the balance of available funds (\$33,447.45) to the Gustavus Community Center.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ____ day of _____, 2016, and effective upon adoption.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

B. Approve City survey Request for Proposals

City of Gustavus

PO Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

Posting date: March 15, 2016

Bid opening: noon, March 29, 2016

REQUEST FOR PROPOSAL

Project title: Gustavus Community Survey, 2016

Purpose

Produce, disseminate and analyze a set of questions to inform the Gustavus City Council, the community at large, and other interested parties on the opinions of Gustavus stakeholders regarding issues before the community.

Task assignment

The City of Gustavus will:

- design questions for an approximately 60-question survey
- generate a list of adult stakeholders and their mailing addresses
- develop a protocol for dissemination of the survey to stakeholders
- provide the survey to, and collect the survey from, the Gustavus high school students.

The successful bidder will (in consultation with the City):

- design the final survey format
- print a survey packet that will include the survey, along with a cover letter (approximately 700 copies each)
- mail survey packets to each adult stakeholder on the list provided by the City
- receive the completed mailed-in survey packets
- design and implement a protocol for survey data entry
- design and implement a protocol for data analysis and summary
- prepare a final report summarizing survey results
- provide the City with raw data from the analysis
- destroy the returned survey packets

Proposed schedule

Fall 2016, Exact date TBD:	Contract awarded to the successful bidder
1.5 weeks after Award date:	Survey packet mail-out complete
4.5 weeks after Award date:	Survey return period ends
6.5 weeks after Award date:	Data entry and analysis period ends
8 weeks after Award date:	Final report submitted

Qualifications and specifications

Bidder must:

- provide evidence of capability to perform the tasks listed above for the successful bidder, in a professional and timely manner
- provide an estimate of costs for each of these tasks
- provide an estimated cost to the City for the completed job

C. Award Dickey Drive ITB

~~D. Award Chase Drive ITB~~ (City Clerk's note: Awarded at February 8, 2016 General Meeting)

Item No. 11 Staff Reports

Item No. 12 City Council Reports: **A. Mayor's Report**

Item No. 13 City Council Questions and Comments

Item No. 14 Public Comment on Non-Agenda Items

Item No. 15 Executive Session

Item No. 16 Adjournment